

2021

MEMORANDUM OF UNDERSTANDING

Redmond Mobilization Center (RMC) Operating Plan

between

Redmond Air Center (RAC)

and

Northwest Coordination Center (NWCC)

AUTHORITY

The authority for this operating plan is identified within this Memorandum of Understanding between the above cited signatories. The MOU requires operational plans to define incident support services by cooperating agencies within the Pacific Northwest Geographic area.

PURPOSE

The function of the Redmond Mobilization Center (RMC) is to provide coordinated logistical support of resources to include crews, equipment, and overhead traveling to or from the Central Oregon area in response to requests for emergency personnel. When activated, the RMC organization will provide support services as requested for the mobilization or demobilization of personnel through the RMC facility. The purpose of this plan is to identify activation, operating, and support functions and responsibilities.

OBJECTIVES

- Develop preseason preparedness and post season close out actions.
- Establish the activation/deactivation & temporary stand down process.
- Identify two activation levels for Redmond Mobilization Center (RMC) operations.
- Identify Northwest Coordination Center (NWC), responsibilities.
- Identify Redmond Air Center responsibilities (RAC).
- Identify responsibilities of the Redmond Mobilization Center Manager
- Identify responsibilities of the Redmond Mobilization Center (RMC).

Preseason/post season actions

The NWCC will determine when to open, close or temporarily 'stand down' the mobilization center. The NWCC will initiate or close out the resource order prior to and following the seasonal activation of the center. RMC will dispatch the resources. The RMC Manager will order or release, through NWCC, all overhead, equipment and supplies needed to support the RMC operations, document all actions and finalize all finance packets.

Activation Process

The NWCC will call for the activation of the RMC for the purpose of staging resources such as Incident Management Teams, Type 1 and 2 Crews and engines for use within the Pacific Northwest geographic area. COIDC may request to activate the RMC to support mobilizations or staging of resources for incidents within the COIDC's area of operations.

The RMC Manager will be notified, who will then order, through NWCC, agreed upon mob staff personnel. Working in concert with Redmond Air Center staff, the mobilization center business office and staging area camp will be set up. NWCC will initiate and close out all resource orders at the start and end of the mobilization season. Deactivation of the mob center will be determined by NWCC.

Redmond Mobilization Center Activation Levels:

Level I. - The mobilization of resources through the RMC facility that involve a limited number of resources for a short duration of stay and requiring a limited amount of logistical support, such as type I crews.

Level II. - Mobilization operations involving a larger number of resources for an extended period of time and requiring a greater level of logistical support or a combination of activities occurring simultaneously such as hosting an Incident Management Team, staging initial attack support resources and camping/supporting mobilized resources in transit. This level of complexity will be negotiated between NWCC, and the RMC Manager.

Activating Redmond Mobilization Center

Once the decision has been made to activate the RMC, NWCC will contact RMC a minimum of 8 hours prior to the actual needed time for initial activation of the RMC for all Level I and Level II mobilization activities. A courtesy call will be made to the RMC Manager (RAC Administrative Officer), by NWCC, to inform her/him of the activation.

NWCC will notify the RMC Manager a minimum of 4 hours prior to the needed time when re-activating the center following a temporary mid-season 'stand down' period and provide COIDC and the RMC Manager with specific information (i.e. flight strip) detailing the number and type of personnel in transit, arrival/departure information, and support services required and expected duration of stay if known.

The NWCC Coordinator will be the approving authority for all resource requests for NWCC staged resources from the mob center. NWCC requests for resources staged by NWCC will be placed through RMC

If crews require meals or lunches when mobing or demobing through RMC, a minimum of 6 hours advance notification should be provided to insure adequate ordering and preparation time.

Northwest Coordination Center Roles and Responsibilities:

Function as the 'host unit' for RMC to transfer or initiate the order to activate or deactivate the center in support of emergency operations a minimum of 8 hours prior to arrival time for initial activation or 4 hours before resource arrival time when reactivating the center in mid-season.

Provide a vital communications link in the dispatch ordering channel, passing specific and timely information such as mobilized resource numbers, type, method of travel, arrival time, etc. between NWCC and the RMC. This information sharing is especially critical when creating an order for crews from outside the region at the request of NWCC which will be flying into the RAC ramp.

When mobilizing resources through the RMC, request sending units have their personnel fully equipped with personal items, PPE, mandatory essential equipment and double lunched. If resources require sack lunches or meals when arriving, or prior to departing RMC, 6 hours advance notice is requested.

Establish daily operating hours for staged and support mob center personnel if they vary outside the established 0800 am to 1900 pm normal operating schedule.

Redmond Mobilization Center Roles and Responsibilities:

Set up the mobilization business center as well as the staging area camp/parking and inspection areas at Redmond Air Center. Sign all access routes and order/schedule personnel to provide for gate staffing.

Recruit staff members required for initial activation and subsequent operation. Create and fill resource order requests for RMC support staff through NWCC and coordinate availability and concurrence with the candidate selected (see staffing/organization charts-appendices).

Coordinate with RAC administrative staff to solicit support for initial activation from procurement (porta-potties, wash stations, dumpsters, meals, etc.), Tech support (office machine set up), and aviation ramp management as needed.

NWCC will create and complete initial filling of orders for all mobilizing resources and document all orders in IROC. The RMC will complete all reassignment orders and associated documentation in IROC for these resources. RMC will create the supply order in IROC and once set up, the RMC will process all supply orders in support of RAC MOB and staged resources. The RMC will provide NWCC updated resource status information throughout the day as time allows and at a minimum provide morning and afternoon resource updates via e-mail.

Provide all logistical support needs for resources mobilized through RMC (within the constraints of rules and regulations for mobilization centers), to include; check-in information, daily briefings, food, water, lodging, transportation, PPE, fire tools, timekeeping, and medical attention.

Redmond Air Center Roles and Responsibilities:

Provide scheduling and administration for use of RAC facilities by resources such as in-transit IMT's, close-out meetings, parking of vehicles belonging to IMT's who fly out of the RAC ramp, etc.

Provide purchasing and procurement support to RMC for all logistical needs.

Provide technical support for the initial set up and maintenance of the office machines necessary to conduct RMC operations (Fax, photocopier, computers, and telephones). See appendix A for list of equipment.

Provide personnel to manage the aircraft ramp and supervise aviation operations at the Redmond Air Center ramp.

Provide tools and equipment in support of staging area grounds maintenance and improvements to the crew camping and staging parking areas. See appendix A for list of equipment.

Exercise AD hiring authority to hire AD employees for RMC support staff. Process and submit wage/salary payments and travel reimbursement payments to the Albuquerque Service Center for payment to the employees working at the center.

Provide oversight to the processing of accident/injury and OWCP claims and treatments for personnel moving through the mob center.

Help to provide training opportunities for key agency personnel and AD employees to maintain their current qualifications and other positions essential to conduct mobilization center operations.

Provide access for the personnel assisting/supporting operational functions at the RAC (i.e. – ICPI's). Personnel will abide by facility security protocols. Failure to do so will result in access limited to normal business hours.

SIGNATURE PAGE

JACQUELYN AYERS Digitally signed by JACQUELYN AYERS
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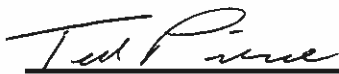
Redmond Mobilization Center (RMC) Manager

Date

MAURICE EVANS Digitally signed by MAURICE EVANS
Date: 2021.05.03 09:27:45 -07'00'

Redmond Air Center (RAC) Manager

Date



Northwest Coordination Center (NWCC) Manager



Date